



**2010 CENSUS  
U.S. DEPARTMENT OF COMMERCE  
U. S. Census Bureau  
New York Regional Census Center**

## **Assistant Manager for Administration (AMA)**

**OPENING DATE:** May 11, 2009

**CLOSING DATE:** June 12, 2009

**Recruiting Bulletin No. NY-AMA-09-15**

**Number of Vacancies: SEVERAL**

**EXCEPTED SERVICE APPOINTMENT:** Schedule A Appointment, not-to-exceed one year, with the possibility of a one-year extension.

**AREA OF CONSIDERATION AND PAY RATE:** You must be a U. S. Citizen residing in the county for which you are applying. (See chart on "How to Apply" on the website for a listing of locations and pay rates).

**WHO MAY APPLY:** All U.S. Citizens residing in the area of consideration (see above).

**WORK SCHEDULE:** This is a temporary Full-time position. The incumbent of this position is covered by the mixed-tour employment program.

**DUTIES: Assistant Manager for Administration (AMA):** Responsible for supervising and managing the payroll, supply requisitioning, and other administrative activities. Assures these activities are accomplished efficiently and expeditiously. Supervises the Office Operations Supervisors and up to 10 clerks. May also assist with recruiting activities. Supervises the daily processing of payroll, personnel, and other administrative documents. Monitors day-to-day selection, payroll, and personnel activities, reviewing completed work for accuracy and assuring that time schedules are met. Oversees payroll and personnel activities, helps maintain the flow and quality of work to meet deadlines. Monitors work status and makes adjustments to expedite production. Maintains working personnel payroll records which contain information covered by the Privacy Act. Provides administrative management information reports to the Office Manager and other management personnel. Maintains office facilities through an effective relationship with leasers or office building managers. Responsible for the approval of supply and material equipment requisitions, as needed to ensure continuity of office operations. Assists in setting up and closing the ELCO/LCO, assuring minimal waste of excess supplies and equipment. Through the use of manuals and on-the-job training, provides for the development of administrative staff. Assures the administrative operations are conducted within prescribed time schedules and budget allocations. Identifies problems and communicates clearly and persuasively the action associated with encountered problems. Assists as the principal technical advisor on administrative operations in the LCO answering inquiries from the Office Operations Supervisor and providing guidance to LCO employees.

**QUALIFICATIONS:** To qualify for the Assistant Manager for Administration position, all applicants **MUST**

- 1) Pass a written management test; and
- 2) Have at least the minimum experience in each of the three areas contained in the **Evaluation Criteria Statement**. Your experience for all three must be at least at the level described as “c” in the attached Evaluation Criteria Statement for the **Assistant Manager for Administration**. If you do not have that level of experience for any one of the questions, you are not qualified for the position. For each of the three **Evaluation Criteria Statements** in (**Attachment A**), select the letter that best describes your experience. You must have experience in **all** aspects of the work described in order to claim credit for any given level. If you do not meet any part of the description for a level, you may not take credit for it and must chose one of the lower levels that you do meet in full.

**HOW TO APPLY:** See “How to Apply for LCO Management Positions” on the website for detailed information on the application process.

## ATTACHMENT A

Applicant Name \_\_\_\_\_ (Print) County/Duty Station \_\_\_\_\_

**Applicants must complete the form below addressing each of the following and submit with Application.****EVALUATION CRITERIA STATEMENT FOR  
ASSISTANT MANAGER FOR ADMINISTRATION****COLUMN A**

**Applicants are required to answer each of the three questions below in Column A by circling the best response and supporting that response in Column B.**

**COLUMN B**

**Applicants are also required to complete the following.**

1. Indicate the job from your attached resume or other application form that verifies the answer you selected.  
**OR**
2. Write in the space below your experience that supports your answer. In addition to listing your experience, you **must include** the employer's name and address, the title of the position, and the dates of employment.

**1. Please select the answer that best describes your experience demonstrating the ability to provide direct supervision over employees/ supervisors. (Circle the appropriate letter.)**

- a. As my primary responsibility, I have experience with **both** of the following: managing a staff of 20 or more employees that included at least **two** levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); **and**, managing a rigorous, time-sensitive, fixed deadline operation such as a weekly payroll, billing, or delivery operation where the failure to deliver the product/service with almost perfect accuracy and on-time would have resulted in severe hardship for the organization.
- b. As my primary responsibility, I have experience with **both** of the following: managing a staff of 10 or more employees that included at least one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); **and**, managing a rigorous, time-sensitive, fixed deadline operation such as a weekly payroll, billing, or delivery operation where the failure to deliver the product/service with almost perfect accuracy and on-time would have resulted in severe hardship for the organization.
- c. As my primary responsibility, I have supervised a staff of 10 or more employees, but I have not had to supervise another supervisor/team-lead **or** I have supervised one level/tier of subordinate management, but the staff I managed was less than 10 employees. The work I supervised had critical deadlines and was time-sensitive in nature.
- d. My experience is less than what is described above.

***Response must support answer circled in Column A.***

## ATTACHMENT A

Applicant Name \_\_\_\_\_ (Print) County/Duty Station \_\_\_\_\_

**Applicants must complete the form below addressing each of the following and submit with Application**

EVALUATION CRITERIA STATEMENT FOR ASSISTANT MANAGER FOR ADMINISTRATION	
COLUMN A	COLUMN B
<p><b>2. Please select the answer that best describes your payroll, personnel, and property management experience. (Circle the appropriate letter.)</b></p> <p>a. I have been personally responsible for ensuring the daily processing of payroll and personnel documents. Additionally, I have been personally responsible for <u>all</u> of the following: maintaining office facilities/supplies to ensure the continuity of office operations; managing the property necessary to conduct operations, preparing administrative reports, <u>and</u> training and developing administrative staff.</p> <p>b. I have been personally responsible for ensuring the daily processing of payroll and personnel documents. Additionally, I have been personally responsible for <u>some</u> of the following: maintaining office facilities/supplies to ensure the continuity of office operations; managing the property necessary to conduct operations, preparing administrative reports, <u>and/or</u> training and developing administrative staff.</p> <p>c. I have been personally responsible for ensuring the daily processing of payroll and personnel documents. However, I have <u>not</u> been personally responsible for <u>any</u> of the following: maintaining office facilities/supplies to ensure the continuity of office operations; managing the property necessary to conduct operations, preparing administrative reports, <u>or</u> training and developing administrative staff.</p> <p>d. My experience is less than what is described.</p>	<p><i>Response must support answer circled in Column A.</i></p>
<p><b>3. Please select the answer that best describes your experience with using management reports to correct problems with payroll and personnel processing. Circle the response to indicate your answer.</b></p> <p>a. I have used management reports to identify payroll and personnel processing problems, and used analysis of these reports to <u>manage</u> the implementation of solutions.</p> <p>b. I have used management reports to identify payroll and personnel processing problems, and used analysis of these reports to <u>implement</u> effective solutions myself.</p> <p>c. I have used management reports to identify payroll and personnel processing problems and used analysis of these reports to <u>recommend</u> effective solutions to managers, <u>or</u> I have used reports to manage the implementation of solutions unrelated to payroll and personnel processing problems.</p> <p>d. My experience is less than what is described above.</p>	<p><i>Response must support answer circled in Column A.</i></p>